



License Agent News



California Department of Fish and Game
April 2004

LICENSE AND REVENUE BRANCH

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HUNTING PROGRAM

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LICENSE AGENT ORDER DESK

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INFORMATION

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VISIT OUR WEB SITE AT:

www.dfg.ca.gov/licensing/index.html

CalTIP

Call (888) DFG-CALTIP or (888) 334-2258
to report a poaching or polluting incident.



INITIAL ORDER OF 2004/2005 HUNTING ITEMS

Enclosed is your initial shipment of 2004/2005 hunting items. Your initial consignment of 2004/2005 hunting items is based on your reported sales for the 2003/2004 license year. **Check your shipment carefully!** If you find a discrepancy in your shipment, write the discrepancy on the shipping report (i.e., missing books, books not listed on the shipping report, defective books) and fax or mail a copy to the License Agent Order Desk within five (5) business days.

IMPORTANT: Claims of missing licenses will only be allowed if they are noted upon receipt and reported to the License Agent Order Desk within five (5) business days.

MAKE SURE YOUR CUSTOMERS AREN'T LEFT OUT

In mid-April, the Department of Fish and Game (DFG) will mail 2004 Big Game Hunting/Tracks booklets to more than 53,000 hunters who participated in last year's big game drawings. After receiving their booklets, these hunters will be ready to purchase their licenses and apply for the 2004 Big Game Drawings.

IMPORTANT: Hunters must purchase a 2004/2005 hunting license to apply for 2004/2005 big game tags. Therefore, please begin selling the enclosed hunting licenses and deer tag applications as soon as possible. Customers' drawing applications for antelope, elk, sheep and premium deer tags must be **RECEIVED** at the DFG's License and Revenue Branch, in Sacramento no later than **5:00 p.m. on June 2, 2004.**

ITEMS SHIPPED SEPARATELY

- 2004 BIG GAME HUNTING/TRACKS BOOKLETS - mid-April.
- 2004 MAMMALS AND FURBEARERS REGULATION BOOKLETS - late-May, after adoption by the Fish and Game Commission (Commission). Regulations will also be available on the Commission's web site at www.dfg.ca.gov/fg_comm/regs.html after April 26, 2004.
- DEER ZONE MAPS - mid-May. Each license agent location will receive two deer zone maps. Remember, these maps are provided as a courtesy for our customers and are not for sale. Unfortunately, additional maps will not be available.

WHAT'S NEW FOR 2004?

2004/2005 Resident Wild Pig Tags Sold Individually

Resident Wild Pig Tags are no longer sold in books of five. Beginning with the 2004/2005 license year Resident Wild Pig Tags will be sold individually for \$15 each. Please ensure that all license sales staff is aware of this change.

Changes to Hunting Licenses and the Harvest Information Program Survey

The 2004/2005 hunting license format has changed. The hunting license is smaller and no longer includes the Harvest Information Program (HIP) survey.

License agents are required to ask all hunting license applicants if they plan on hunting migratory game birds in 2004/2005. If an applicant indicates they may hunt migratory game birds, license agents **must** have them complete a HIP form and affix a HIP stamp to the back of the applicant's hunting license.

Completed HIP forms must be mailed to the US Fish and Wildlife Service (USFWS) every two weeks (on the 10th and 25th of each month) in the envelopes provided by the DFG.

IMPORTANT: The envelopes provided must only be used to send your HIP forms to the USFWS. DO NOT use the envelope to send your sales reports. The envelopes will be delivered directly to the USFWS in Laurel, Maryland.

License Agent Compliance with License Sales and Reporting Requirements

To assist license agents with license sales and reporting, the DFG recently revised and distributed a new License Agent Manual (LAM) to all license agent locations. Please ensure that all staff responsible for license issuance and sales reporting are familiar with the information contained in the LAM. To request additional copies of the LAM please contact the License Agent Order Desk at (916) 227-2253.

In addition, the issuance instructions for all 2004/2005 hunting license items have been revised to provide step by step procedures for license sales staff to ensure customers are licensed properly. Please ensure that all license sales staff read the book covers prior to issuing license items. Questions about license requirements, issuance procedures, or completing monthly sales reports should be directed to the Compliance Unit at (916) 227-2260, (916) 227-2228, or e-mail agent@dfg.ca.gov.

IMPORTANT SALES REMINDERS

During the months of April, May and June, please ask your customers when they plan on hunting or what year license they need. Since most license agents are selling 2003/2004 and 2004/2005 hunting licenses during this time you want to ensure your customers are licensed properly.

All applicants for a California hunting license must show evidence of hunter education.

By law, when issuing a hunting license, you must enter the date issued and the hunter's name, residence address, date of birth and physical description. When someone buys a hunting license for another person, you must write in the licensee's name and residence address before issuing the license. The licensee may not use the license until he/she

has signed it and filled in the missing information (physical description and date of birth). (Section 705 and 707, Title 14, California Code of Regulations)

When selling deer and bear tag applications, regulations require license agents to write the applicant's deer/bear application/tag number(s) on the appropriate space on his/her hunting license. This prevents hunters from purchasing more than the legal number of tags (two deer tags and one bear tag) during each license year. (Section 707, Title 14, California Code of Regulations)

Remember to give the customer the "Application for Duplicate Hunting License" portion of the Hunting License and remind them to keep it in a separate place as this application is required to obtain a duplicate hunting license at a reduced fee.

WILD PIG HUNTING

Please remember that 2003/2004 hunting licenses and wild pig tags are valid until June 30, 2004. If a customer requests to purchase wild pig tags during the months of April, May and June, make sure you verify when they plan on hunting. This will help ensure that your customers are licensed properly.

REFUND POLICY ON UNUSED DEER TAGS

Please remind hunters that deer tag fees are non-refundable except for A, B, C, D, AO#1 and AO#2 tags which may only be requested prior to the opening of the earliest season for which the tag is valid. Deer tags for X zones, Additional Hunts and Area-specific Archery Hunts are non-refundable. Refunds will not be issued for emergency closures due to fire, weather or any other conditions.

PUBLIC INFORMATION NUMBERS

Anglers and hunters should use the telephone numbers listed in the regulation booklets for information they may need. Your nearest DFG office is your best resource to answer questions about specific areas.

HOLIDAY SCHEDULE FOR 2004

Department offices will be closed for the following State holidays so please plan accordingly:

May 31	October 11
July 5	November 11
September 6	November 25 & 26

JUST A REMINDER...

- Check your license inventory often and allow 10 business days for delivery of license orders.
- Next day air service and Saturday delivery for license orders is not available.
- All walk-in business for License Agents is discontinued. This includes picking up license orders and dropping off sales reports.